

jurisdiction, the briefing must also explain the advantages of moving to an area that does not have a high concentration of poor families.

(4) In briefing a family that includes any disabled person, the HA must take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6.

(b) *Information packet.* When a family is selected to participate in the program, the HA must give the family a packet that includes information on the following subjects:

(1) The term of the certificate or voucher, and HA policy on any extensions or suspensions of the term. If the HA allows extensions, the packet must explain how the family can request an extension;

(2)(i) How the HA determines the housing assistance payment for a family;

(ii) For the certificate program, information on fair market rents and the HA utility allowance schedule;

(iii) For the voucher program, information on the payment standard and the HA utility allowance schedule;

(3) How the HA determines the maximum rent for an assisted unit;

(4) Where the family may lease a unit. For a family that qualifies to lease a unit outside the HA jurisdiction under portability procedures, the information packet must include an explanation of how portability works;

(5) The HUD-required "lease addendum". The lease addendum is the language that must be included in the lease;

(6) The form of request for lease approval, and an explanation of how to request HA approval to lease a unit;

(7) A statement of the HA policy on providing information about a family to prospective owners;

(8) HA subsidy standards, including when the HA will consider granting exceptions to the standards;

(9) The HUD brochure on how to select a unit;

(10) The HUD-required lead-based paint (LBP) brochure;

(11) Information on federal, State and local equal opportunity laws, and a copy of the housing discrimination complaint form;

(12) A list of landlords or other parties known to the HA who may be willing to lease a unit to the family, or help the family find a unit;

(13) Notice that if the family includes a disabled person, the family may request a current listing of accessible units known to the HA that may be available;

(14) Family obligations under the program;

(15) The grounds on which the HA may terminate assistance for a participant family because of family action or failure to act; and

(16) HA informal hearing procedures. This information must describe when the HA is required to give a participant family the opportunity for an informal hearing, and how to request a hearing.

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**§ 982.302 Issuance of certificate or voucher; Requesting HA approval to lease a unit.**

(a) When a family is selected, the HA issues a certificate or voucher to the family. The family may search for a unit.

(b) If the family finds a unit, and the owner is willing to lease the unit under the program, the family may request HA approval to lease the unit. The HA has the discretion to permit a family to submit more than one request at a time.

(c) The family must submit to the HA a request for lease approval and a copy of the proposed lease. Both documents must be submitted during the term of the certificate or voucher.

(d) The HA specifies the procedure for requesting approval to lease a unit. The family must submit the request for lease approval in the form and manner required by the HA.

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